



Title VI Compliance Reviews



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Title VI Documentation

- Unlawful Discrimination Poster
- 49 CFR Part 21
- Title VI Program/Complaint Procedures
- Limited English Proficiency Plan
- Required Contract Provisions
- Racial/Ethnic Data



Preparing for the Review

- Comprehensive list of contracts for FAA reviewers; copies of selected contracts.
- Copy of Title VI Program; LEP Plan.
- FAA pre-site visit questionnaire:
 - Title VI Coordinator
 - Grant information
 - Description of records/data
 - Contract provisions
 - Methods of ensuring nondiscrimination
 - Outreach and community involvement
 - Methods of providing assistance to LEP individuals



Pre-review Coordination

- Scheduling interviews for site visit, including airport staff, fixed base operators, concessionaires, airlines, and other service providers.
- Coordinating airport tours for FAA site review staff.



FAA Site Visit

- Introductions
- Process overview
- Scheduled interviews
- Tour of airport facilities
- On-site technical assistance training
- Debriefing and preliminary findings
- Final report



Post-review Actions

- Required contract provisions – ensure contracts are updated
 - FAA Order 1400.11, *Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration*
 - *Required Contract Provisions for Airport Improvement Program for Obligated Sponsors* - <https://www.faa.gov/airports/aip/procurement/>
- Airport Emergency Plan - incorporate LEP individuals
 - AC 150/5200-31C, *Airport Emergency Plan*
- Unlawful Discrimination Poster – post in public areas of general aviation facilities
- Training – review options for additional tenant training

Questions

